

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☒ **PROPOSED****RPA E FGC 22-006**☐ **CURRENT**

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DIVISION/BRANCH/REGION/OFFICE California Fish and Game Commission	POSITION NUMBER (Agency-Unit-Class-Serial) 565-001-0762-905
UNIT NAME AND LOCATION Fish and Game Commission, Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT N/A	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under supervision of the executive director, and lead of the marine advisor (senior environmental scientist specialist): Performs work as a member of a collaborative team on a range of marine policy and management issues; helps organize and develop materials in support of Commission and Marine Resources Committee meetings and contributes to developing staff recommendations; prepares and reviews environmental documents; represents the Commission in joint marine resource management projects with the California Department of Fish and Wildlife (Department) and other natural resource management agencies; collaborates with Department staff, Commission staff, a range of state and federal government staff, non-governmental organizations, and stakeholders; coordinates and advances aquaculture and kelp harvest leases; and compiles and synthesizes scientific information on marine management and policy issues.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
25%	<p>ESSENTIAL FUNCTIONS</p> <p>Committee and Commission Support: With guidance from the Commission's marine advisor, develop and organize materials related to marine resource and marine policy issues for meetings of the Commission and the Marine Resources Committee. Via written reports and/or oral and visual presentations, assist the Marine Advisor in keeping the Commission informed of advances in marine science and management, such as ecosystem-based management and dedicated-access privileges for fisheries.</p> <p>Contribute to developing and disseminating various documents such as technical reports, peer-reviewed publications, and popular articles. Prepare and make presentations for Commission and committee meetings, scientific conferences, public meetings, and other venues as needed.</p>
20%	<p>Environmental and Regulatory Documents: In a technical support role, assist Commission staff with preparing and reviewing environmental documents prepared pursuant to the California Environmental Quality Act and under the Commission's Certified Regulatory Program; review initial studies, negative declarations and environmental impact reports; review fishery management plans prepared pursuant to the Marine Life Management Act; and identify key management issues and draw conclusions.</p> <p>As part of a rulemaking core team, develop and draft rulemaking documents as guided by the California Administrative Procedure Act and assist in hosting public meetings for rulemakings in coordination with Commission staff and the Department.</p> <p>Assist the marine advisor and other Commission staff with carrying out the Commission's duties under the California Endangered Species Act related to marine species.</p>

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20%	<p>Resource Management Activities Liaison: Represent the Commission on management and policy committees as needed; improve coordination and integration between the Commission and Department on a broad range of marine resource and related policy issues, along with related marine resource management strategies and measures. Liaise with Commission staff, Department staff, a broad range of other state and federal government officials, non-governmental organization representatives, and the public, and assist the marine advisor in coordinating and reporting on various activities.</p> <p>Oversee and execute Commission tasks associated with the Experimental Fishing Permit (EFP) Program. Review EFP applications upon receipt from the Department, prepare associated public notices, and process Department recommendations for Commission consideration.</p>
15%	<p>Aquaculture and Kelp Bed Leases: Serve as Commission staff lead on advancing aquaculture and kelp bed leases; coordinate with the Department on processing applications, renewals and amendments; and collaborate with the Department, other agencies, and stakeholders to develop recommendations for policies or regulations governing aquaculture and kelp bed leases.</p>
15%	<p>Research and Analysis: Compile, synthesize and analyze research and other information, and develop staff reports in support of marine resource management and policy development, on issues such as aquaculture, fisheries management, marine working waterfronts, desalination, artificial reefs, and ocean-based alternative energy development. Prepare periodic reports and summaries of activities as directed by the executive director or his/her designee.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Administrative Tasks: Perform administrative functions, including developing and tracking annual work plan, assisting in hiring and onboarding other staff and contractors, and purchasing supplies and equipment.</p> <p>Training: Remain current on natural resource management and policy issues and activities by reading scientific literature and participating in professional events; maintain knowledge and understanding of current state and federal laws and regulations; and participate in training to maintain knowledge and skills necessary for the position and to develop professionally.</p>
	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to communicate in a clear, concise manner • Ability to follow directions with a minimum of explanation • Demonstrated ability to proactively and independently take action • Demonstrated open-mindedness and tact • Record of reliable attendance, dependability and timeliness <p>Skills</p> <ul style="list-style-type: none"> • Independently identify problems, develop potential courses of action and prepare guidance, policy, planning, or regulatory documents and legislative proposals on marine resources • Perform research and analysis of marine resources management and policy issues

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	<ul style="list-style-type: none"> • Quickly and effectively research California codes, regulations and legislation • Operate electronic equipment, including telephones, computers, and office equipment • Competently utilize Microsoft Office products (including Outlook, Word, PowerPoint, and Excel) and portable document format (PDF) software to construct and/or edit/reformat documents, spreadsheets and presentations <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Self-motivated and willing to work independently • Desire to take on increasing responsibility and learn new things • Be flexible and adapt to changing priorities <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills to interact professionally and courteously with commissioners, elected officials, the media, staff and the public • Develop and maintain cooperative and respectful working relationships with a diversity of individuals, organizations and other government agencies • Values working in a team environment, assisting other staff, and asking for help when needed • Maintains a positive attitude • Conveys confidence and remains composed when faced with contentious issues 		
	<p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Hybrid work schedule, split between working in the new LEED-certified Natural Resources Building and an approved remote location (such as a home office), with exact schedule to be determined in coordination with incumbent. • Open-spaced office cubicle in a smoke-free environment, equipped with two -monitors, a sit-stand desk, and a laptop computer, as well as nearby copier and scanner • Professional office environment • Normal business hours are Monday through Friday, 8:00 a.m. - 5:00 p.m., as well as occasional evenings and weekends, with some flexibility negotiable • Frequent use of a computer, related software applications, and the Internet at an indoor workstation • Sitting or standing at a workstation or in a meeting room for extended periods of time 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="901 1640 1373 1734">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1640 1529 1734">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.			
PRINT EMPLOYEE'S NAME	<table border="1"> <tr> <td data-bbox="901 1860 1373 1953">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1373 1860 1529 1953">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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